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No 06-IT(IT Policy)-07/2024—1003
Department of Information Technology

Resolution
19th June 2024

Subject :-Guideline of availing benefits under Bihar IT Policy 2024.

IT Sector has been recognized as a robust medium for growth and development in whole world. In last decade, India is well known for its success in export of IT and IT related services. Growth of IT industry has resulted into many job opportunities. State Govt. is determined to develop the state as a top investment destination of IT/ITes/ESDM companies for inclusive Social-economic development and generation of gainful employment in the state. In this context IT Department has formulated Bihar IT Policy 2024. A detailed guideline has been formulated under this policy to avail benefit.

2. Objective

The Government of Bihar envisions to create a conducive business environment to create a thriving ecosystem for IT/ITeS and ESDM sector in Bihar.

In this direction, the State Government intends to provide fiscal support in the form of “Various Subsidies” to eligible IT/ITeS/ESDM units being set up in Bihar and facilitate growth for the overall development of the IT/ITeS/ESDM Industry.

3. Quantum of Assistance

Quantum of assistance will be applicable as per clause 3 of Bihar IT Policy 2024 dated 09/01/2024

4. Definitions

(i) **Unit:** Unit is a project set up as an IT/ITeS/ESDM enterprise in the State of Bihar, to manufacture a product(s) or provide a service(s).

- (ii) **Information Technology (IT):** Information Technology (IT) is defined as the technology involving the development, maintenance, and use of computer systems, hardware, software, and networks for the processing and distribution of data. Focus area to be considered as per clause 1.3 of Bihar IT Policy 2024 dated 09/01/2024.
- (iii) **ITeS:** IT enabled services refer to companies that provide IT services or systems integration services, including those specified by the Central Board of Direct Taxes (CBDT) under section 10 TA of the Income Tax Rules and focus area as per clause 1.3 of Bihar IT Policy 2024 dated 09/01/2024.
- (iv) **ESDM:** ESDM means Electronics System Design and Manufacturing which includes but not restricted to, Electronics Hardware Design and Manufacturing (which shall include embedded software) for IT, Telecommunications, Defense, Medical, Automotive, Consumer Products, components & parts accessories required for the aforesaid products and applications. Focus area to be considered as per clause 1.3 of Bihar IT Policy 2024 dated 09/01/2024.
- (v) **New Unit:** New unit refers to
 - a. An IT /ITES/ESDM unit set up by an entity which has obtained GST registration and commences its production/ operation at a given location after notification of Bihar IT Policy 2024 and during the validity of the policy.
 - b. An existing industrial enterprise that establishes a unit for product/service as specified in the focus area under Bihar IT Policy 2024 for the first time under the same legal entity in a different location within the State of Bihar will be treated as a new unit. Investments made on FCI for such a project after the policy notice date would therefore only be considered for the benefit of the schemes.
- (vi) **Expansion unit:** An existing unit creating 50% incremental employment over and above existing employment subject to minimum 25 new direct employment, post notification of this policy, shall be considered as eligible expansion unit under this policy. Eligible unit will include expansion, diversification and modernization.
 - a. An existing IT/ITES/ESDM enterprise that sets up a unit for the same end-product/service or a new product/service as specified in the focus area under Bihar IT Policy 2024 in a different location within State of Bihar under the same name, it will be treated as an expansion unit for the purposes of awarding various incentives.
 - b. An existing industrial enterprise that establishes a unit for product/service as specified in the focus area under Bihar IT Policy 2024 in a different location within State of Bihar under the same legal entity, it will be treated as an expansion unit for the purposes of awarding various incentives.
 - c. An IT /ITES/ESDM unit set up by an entity which has obtained GST registration and did not commence its production/ operation (as per focus area specified under Bihar IT Policy 2024) until policy notification date will be considered for expansion. However, FCI achieved till policy notification date will not be considered for schemes benefit under this policy. In such cases FCI done post policy notification date would only be considered for schemes benefit.
- (vii) **Mega IT/ITES/ESDM Units:** Mega Enterprises, projects with an investment above INR 100 crores or generating a minimum of 1000 direct employment (as defined in Clause 2 of IT Policy) on its payroll in the state.
- (viii) **Term Loan:** A term loan is a monetary loan from RBI registered bank/ financial institutions that is usually repaid in regular payments over a set period of time along with interest at a fixed or floating rate. The eligible unit can avail interest subvention paid post commercial production/operation for the term loan utilised towards Fixed capital investment of the eligible project.

- (ix) **Turnover:** Turnover' means the aggregate value of all taxable supplies (excluding the value of inward supplies on which tax is payable by a person on reverse charge basis), exempt supplies, exports of goods or services or both and inter-State supplies but excludes central tax, State tax, Union territory tax, integrated tax, and cess.
- (x) **Incremental Turnover:** Incremental Turnover (In case of project expansion) means the difference of the current turnover after expansion minus the Average base turnover, where Average Base Turnover means the turnover in the preceding 3 financial years (or less in case the unit has been in production/ operation for less than 3 years).
- (xi) **Incremental Employment:** Incremental Employment (In case of project expansion) means the difference of the current employment after expansion minus the Average employment before policy notification date, where Average Employment before policy notification date means the employment in the preceding 3 financial years (or less in case the unit has been in production/ operation for less than 3 years).
- (xii) **Incremental Power Consumption:** Incremental Power consumption (In case of project expansion) means the difference of the current power consumption after expansion minus the Average power consumption before policy notification date; where Average power consumption before policy notification date means the power consumption in the preceding 3 financial years (or less in case the unit has been in production/ operation for less than 3 years).
- (xiii) **Incremental Lease Rental:** Incremental Lease rental (In case of project expansion) means the difference of the current lease rent after expansion minus the Average lease rent before policy notification date; where Average lease rent before policy notification date means the rent in the preceding 3 financial years (or less in case the unit has been in production/ operation for less than 3 years).
- (xiv) **Fixed Capital Investment (FCI):** Fixed Capital Investment includes investment made after the notification of this policy and till the commencement of commercial operation/ production or FCI approved at Financial Clearance Stage, whichever is lower, would be considered for FCI. The unit must produce copy of the original bills under following heads for consideration of Investment under FCI:
- Land Purchase
 - Building Construction/ Building Purchase
 - New Plant and machinery purchased.
 - Stamp duty and land conversion fee if any paid for the purposes.
 - Licenses & Software
 - Any item/s which are associated with core/direct operation/production line.

Exclusion

- Taxes & Duties
- Furniture, Interior & Fittings
- Pre-operating expenses
- Consulting & Advisory fees
- Compound wall/Boundary wall
- Internal road of the unit
- Approach Road
- Passenger/Goods Vehicles
- Site levelling, clearance, laying of roads, etc
- Canteen, Toilets, Quarters & Rest room for labours
- Warehouse/storage other than raw materials & finished goods.
- Second hand/Old machines/refurbished machines
- All types of service charges, carriage and freight charges

*Negative List for FCI Shall be updated from time to time as per approval.

- (xv) **Land:** Actual cost of land required for the setting up of new units or expansion/ modernisation/ diversification of the existing unit will be considered towards FCI subject to the following:

- a. Proportion of Land Area being utilised for the eligible project appraised by Bank/ Financial institutions/ Department of IT.

(Only the land corresponding to the built-up area being utilized for eligible project shall be considered for incentive calculation. For IT/ITeS sector the built area shall be limited to 100 sqft per employee and for ESDM sector the built area shall be associated with core/direct operation/production line). Moreover, buildings for IT/ITeS/ESDM units must comply with the Floor Area Ratio (FAR) outlined in the Bihar Building By-laws and amendments there to.

- b. Land value will be considered as actual cost of land mentioned in the project report assessed by the bank/ financial institutions or 20% of the total FCI approved excluding the land, whichever is less, will be considered as part of FCI.

The land value will be determined by either the registered value or circle rate as per MVR decided by the government of Bihar, whichever is less

- c. In case of land allotted for 90 years or more on leasehold basis by the state agencies, the allotment price of the land or 20% of the total FCI approved excluding the land, whichever is less, will be considered as part of FCI.

- d. Land on short-term lease for less than 90 years will not be eligible for FCI.

(xvi) Building

- a. In case of New Building Construction/development

- i. IT/ITeS Unit: The proportion of built-up area of the building of an eligible project appraised by a bank/financial institution/ Department of IT will be considered for FCI. Per employee office built-up space shall be maximum 100 sq.ft./employee, where cost of built-up space for the creation of bare shell infrastructure shall be INR 2000/sq.ft or actual whichever is lower

- ii. ESDM Unit: The built-up space of the building of an eligible project appraised by a bank/financial institution/ Department of IT shall comprise construction associated to installation of plant and machinery, research & development activities, in-house testing facilities, storage facilities for inventory & finished goods within factory premises, and other building constructions related to the manufacturing process. The cost of built-up space for the creation of bare shell infrastructure shall be INR 2000/sq.ft or actual whichever is lower.

- iii. Value of leased building will not be considered for FCI estimation.

- b. In case of building purchased from existing industry (Availed Incentives)

In case of building purchased from existing Industry which has availed incentives, granted by state govt, the building cost will not be considered as part of FCI.

- c. In case of purchase of existing building

In case building (constructed post notification of this policy) purchased from existing Industry which has not availed incentives, granted by state govt, the building cost will be considered as part of FCI. Also any new assets created with fresh investment will be considered for FCI.

(xvii) Software

Software in IT is any representation of instruction, data, sound, or image, including source code or object code, recorded in machine readable form and capable of being manipulated to providing interactivity to a user with the means of a computer. Such software that is designed to run computer hardware and applications expressly for the proposed project purchased may be eligible for FCI, provided that all system & application software have a life cycle over one (1) year. However, renewal or separate maintenance of the software will not be considered for FCI

(xviii) Licenses

Purchase of software licenses with a lifetime of more than one (1) year for the planned project may be eligible for FCI. Renewal or separate software license maintenance will not be considered for FCI.

(xix) Plant & Machinery

- a. Plant and machinery mean new indigenous/ imported plant and machinery; utilities & associated utilities such as servers, laptops, desktops etc and similar products. Dies, moulds, jigs, and similar production tools (other than consumables) owned and used within the plant; erection, installation and electrification will also be included under this category. The electrification cost will include the cost of sub-station and transformer. Other (Non-consumables) tools and equipment, which are helpful for manufacturing the product(s), shall also be included.
- b. Plant & Machinery includes new capital investment on research & development (R&D) and product development related to Target segments. The term 'related' here refers to all stages in the entire value chain of the goods proposed to be manufactured including software integral to the functioning of the same.
- c. Plant & Machinery shall also include Plant for generation of non-conventional energy; material handling vehicles purchased by the unit and used for transportation only within the premises of the industrial unit, and material handling equipment purchased exclusively used in transporting goods within such premises; Plant for captive power generation/ cogeneration set up within the premises of the Industrial Undertaking of which at least 75% of the power generated should be for self-use of the Industrial undertaking; Plant for purification of water; Plant for pollution control measures, including facility for collection, treatment, disposal of effluent/emission or solid/ gaseous hazardous waste; Diesel Generating sets and boiler.

5. Eligibility Criteria

- (i) Rules for eligibility criteria will be applicable as per clause 2 of Bihar IT Policy 2024 dated 09/01/2024.
- (ii) The provisions/ eligibility criteria shall be applicable to all eligible project/ units under this policy.
- (iii) Only projects having financial clearance approval would be eligible for subsidy disbursement under the Bihar IT Policy 2024. Such investors would apply with requisite document over online portal developed for the purpose.
- (iv) The applicant must select any one scheme benefit between subheads Capital Investment Subsidy or Interest Subvention, provided they meet the applicable scheme benefit requirements.
- (v) Investors applying for benefit under this policy shall provide a Detailed Project Report (DPR) accompanying the bank Appraisal Report prepared by the scheduled nationalised bank or financial institution approved by RBI/SEBI, which is supposed to grant term loan to the unit. The appraisal report prepared by the bank/financial institution shall form the basis for ascertaining the project cost for calculation of incentives.
- (vi) For the purpose of calculation of capital subsidy under this Policy, the Fixed capital Investment (FCI) shall mean FCI as defined in clause 3.xiii. In this regard the cost of land shall either the actual cost of land mentioned in the project report assessed by the bank/ financial institutions or 20% of the total proposed investment excluding the land, whichever is less, will be considered.
- (vii) The benefit under this policy shall cease either on the exhaustion of the applicable quantum or on the completion of eligible period, whichever is earlier. Any unutilised incentives at the end of the eligibility period shall lapse.

- (viii) In the event of any change in ownership or management of a unit, the same shall be intimated by the unit to competent authority as defined by the Department of Information Technology, Government of Bihar. If changes occur within the incentive cycle, the new management or ownership must meet all eligible and related criteria to partake of balance incentives. The eligibility period or duration of incentives disbursement shall not be extended under any circumstances.
- (ix) Any attempt to break/divide/merge units only for the sake of availing higher amount subsidy without substantial operational reason shall be treated as misrepresentation of fact and will attract penal action as mentioned under clause 12 below.
- (x) Payment done through Electronic Fund Transfer or Banking instruments shall only be considered and payment made in cash shall not be considered for determination of eligible amount of incentives,
- (xi) Several sectors and services may resemble IT/ITeS or ESDM in certain ways but are not formally classified as such. The industries listed below are not covered by the Policy and should not be considered for incentives as per Bihar IT Policy 2024:
 - a. Cyber cafe
 - b. Training and Education centre
 - c. PlayStation/ Game zone
 - d. Business Development
 - e. Sales Office
 - f. Common Service Centres
 - g. Exam centres

The Secretary, Department of IT, Bihar shall be the competent authority for any addition to negative lists, while deletion from negative lists shall be done with approval of the State Government. Therefore, the list may be updated from time to time.

6. Procedure for availing Incentive/Benefit

i) Stage I Clearance

- a. An investor first shall apply for SIPB Stage-I Clearance for an investment proposal by submitting an online application through the designated web portal '<https://investit.bihar.gov.in/>' or '<https://swc2.bihar.gov.in/>'. An investor shall have to upload requisite documents along with the filled in application form. The checklist of requisite documents is given in Annexure I.
- b. All the applications submitted successfully through state SIPB portal for Stage I clearance will be examined by the IT department for feasibility and issuance of necessary approval to the investor.
- c. The deficiencies, if any, will be communicated to the applicant, and the applicant shall rectify the same within the prescribed timelines. The applicant (if required) may be called for any clarification in relation to query or any of its components.
- d. In case the deficiencies are not removed by the applicant or fail to submit requisite additional information within the prescribed timelines, the application may be rejected/closed.
- e. Investment proposal upto INR 5 Cr. will then be placed before the SIPB Secretariat presided by administrative Secretary of DIT and investment proposal of more than INR 5 Cr. shall be placed before the State Investment Promotion Board (SIPB), for consideration & final approval.
- f. Based on the decision taken on the application, a communication will be sent to the applicant and if approved, a Stage I clearance letter will be issued to applicant.

ii) **Stage II & III Clearance**

Investors must have Stage II & III clearance prior to the initiation of commercial production/operation, where relevant

iii) **Financial Clearance**

- a. Financial clearance may be sought by investor any time before commercial operation and the policy end date through a fresh application on IT Department Incentive Portal (<http://investit.bihar.gov.in/>) or '<https://swc2.bihar.gov.in/>'. Financial Incentive clearance refers to the clearance requested/accorded to an investor for availing financial incentives.
- b. The incentives to be given shall be decided at this stage in accordance with the Policy. SIPB Secretariat presided by the ACS/Principal Secretary/Secretary, Department of Information Technology, Bihar shall approve financial incentives clearance for eligible investments of INR 5 Crore or less, Whereas the applications for investment more than INR 5 Crores shall be placed before the SIPB and the SIPB shall recommend to the competent authorities the quantity of incentives relevant to the investment proposal.
- c. The final approval of the Financial Incentives shall be accorded by the competent authority as per the provision mentioned hereunder:
 - ❖ Proposals which involve investment of more than INR 5 Crore and up to a limit of INR 15 Crore shall be decided by the Minister, Department of Information Technology, Bihar.
 - ❖ Proposals which involve an investment of more than INR 15 Crore and up to a limit of INR 30 Crore shall be decided jointly by the Hon'ble Minister, Department of Information Technology and Hon'ble Minister, Department of Finance, Bihar.
 - ❖ Proposals above INR 30 Crore shall be decided by the State Government

* *Competent Authority Eligibility*

Eligible Investment Size	Competent Authority
Up to ₹5 Crore	ACS/ Principal Secretary/ Secretary, Department of IT
More than ₹5 Crore and up to a limit of ₹15 Crore	Minister, Department of IT
More than ₹15 Crore and up to a limit of ₹30 Crore	Jointly by the Minister, Department of IT and Minister, Department of Finance
More than ₹30 Crore	Cabinet

- d. FCI value mentioned in Financial clearance certificate will be indicative. Therefore, actual FCI achieved till the commencement of commercial operation/ production or FCI approved at Financial Clearance Stage, whichever is lower, would be considered for FCI. This is contingent upon the clearance granted during the inspection conducted at the time of financial disbursement.

iv) **Commercial Production/Operation**

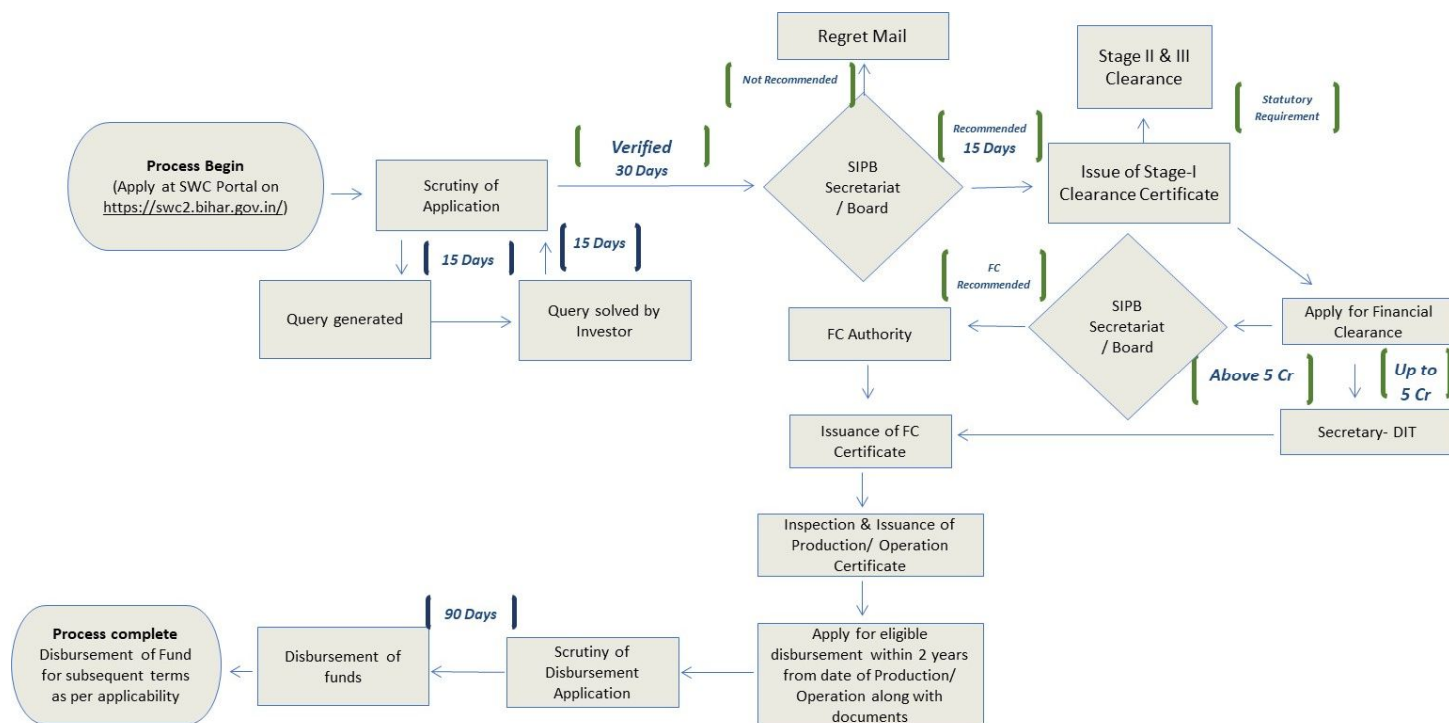
- a. Units operating within leased buildings must start their commercial/production activities within six (6) months from the date of obtaining financial clearance. Similarly, units housed in newly constructed buildings are mandated to commence operations within twenty (24) months from the date of financial clearance approval.
- b. The applicant units must notify DIT-Bihar about their commercial operations within 15 days of commencing production/ operation.

- c. DIT- Bihar will carry out physical inspections of the plant and Fixed Capital Investment (FCI). Following these inspections, the inspection team will submit an inspection report, including details of the actual FCI investment, to the Secretary-DIT. If approved, the DIT-Bihar will issue a production certificate.

v) **Disbursement of Incentives**

- Post financial clearance and the commencement of operation, the eligible Unit shall apply online on the “<https://investit.bihar.gov.in>” Portal for the applicable “Subsidy Scheme” under Bihar IT Policy 2024 in the prescribed format along with the given declaration and requisite supporting documents as prescribed under this document.
- The Applicant will fill and submit disbursement form on annual basis to get the benefit.
- The incentive form received shall be examined by the Department of Information Technology, Bihar. The deficiencies, if any, will be communicated to the applicant, and the applicant shall rectify the same within the prescribed timelines. The applicant (if required) may be called for any clarification in relation to either the benefit eligibility or the cost/ exemption marked/claimed against the benefit, or any of its components.
- Based on the decision made on the incentive form, a notification will be issued to the applicant, and if approved, the applicant gets reimbursed as per the timeline. The disbursement of Financial Incentives shall be cleared by Additional chief Secretary (ACS) /Principal Secretary/Secretary, Department of Information Technology, Bihar

vi) **Workflow**



7. **Policy Validity Period**

This Scheme is applicable for a period of 05 (Five) years from the date of notification of BiharIT Policy 2024 dated 09/01/2024.

8. Time Limit to Apply

- i) Stage-I Application: The eligible unit shall apply for Stage-I clearance before applying for Financial clearance and policy validity.
- ii) Stage II & III: Once the Stage I clearance is obtained, the investor can apply any time before commercial production/operation.
- iii) Financial Clearance Application: Once the Stage I clearance is obtained, the investor can apply any time before commercial production/operation for Financial Incentives Clearance through the designated web portal. The investor shall have to submit the requisite documents & copy of clearances/ approvals along with DPR, Project appraisal certificate & Loan sanctioned letter (if applicable) from RBI registered Bank/ Financial Institution, and Land leased deed.
- iv) Date of Production: Once the Financial clearance certificate issued, the eligible unit is required to commence commercial production/operation within a period ranging from six (6) months to twenty-four (24) months from the date of issuance of financial clearance certificate, in accordance with the conditions outlined in Clause 5. iv.
- v) The unit would apply for first disbursement within twenty-four (24) months from the date of commercial production/ operation subject to fulfilling all eligibility criteria.
- vi) If eligible, the unit may request for subsequent year disbursement within three (3) months after completing one year from the date of the immediate last disbursement application.
- vii) Failing to apply for disbursement within the specified timeline, the unit would not be eligible to claim disbursement of missing cycle.

9. Power to Condone the Delay in Submission of the Disbursement Application

- i) The Secretary, Department of Information Technology, Bihar shall be competent authority to condone the delay up to a period of one (1) month after the prescribed time limit.
- ii) Provided that the competent authority is satisfied with the reasons for the late submission of the application based on the substantial evidence/ documents/ arguments presented by the unit/applicant.
- iii) In such cases of delay, the application shall be processed after submission of a written permission from the competent authority for condonation of delay.

10. Timelines for Processing & Decision of Applications

S. No.	Particulars
1	<p>Stage I: Processing & decision of applications for approval:</p> <ol style="list-style-type: none"> i) Internal team of SIPB Secretariat will assess the Stage I application submitted on the Single window portal. In case deficiency is found, Application to be sent back to Applicant for removal of deficiencies within Fifteen (15) working days from the date of submission. ii) Removal of deficiencies / re-submission of the complete application form / additional information by the applicant within Fifteen (15) working days from the date of return of application. <p style="text-align: center;">or</p> <ol style="list-style-type: none"> iii) In a case where no deficiency is found, application to be presented to SIPB Secretariat or SIPB Board, as per applicability, within Thirty (30) working days from date of submission of Application or next scheduled SIPB Secretariat or SIPB Board meeting. iv) SIPB Secretariat or SIPB Board meeting will review and issue the stage clearance letter within Fifteen (15) working days of required approval.

S. No.	Particulars
2	Financial Clearance <ol style="list-style-type: none"> Following the successful completion of the Financial Clearance Form (FCF), the application will be presented to the State Board at the next scheduled meeting. Financial Incentives clearance for investment of ₹ 5 Crore and less shall be approved by the ACS/Principal Secretary/Secretary, Department of IT, whereas the applications for investment more than •5 Crores shall be placed before the SIPB During the meeting, the SIPB shall recommend the quantum of incentives applicable to the investment proposal to the competent authority the amount of incentives associated with the investment proposal. The final approval of the Financial Incentives shall be given by the competent authority in compliance with the provisions of clause 5.viii & 5.ix under the guideline.
3	Disbursement Disbursement of approved amount under scheme benefit within Ninety (90) working days after successful submission of completed application for disbursement. Verification shall also be done at time of disbursal and as and when required after commercial production/operation.
In case of any delay in application processing, applicant shall be intimated along with the valid reason in accordance with the context.	

11. Interpretation/Clarification/Modification

Department of Information Technologies, Bihar will be the final authority for clarifying/ resolution of any doubts relating to the interpretation of any term or any provision arising under this scheme. The decision in this matter shall be final and binding for all stakeholders in such cases.

12. Grievance Redressal

An applicant may raise grievances before Administrative Secretary, Department of Information Technologies, Bihar who shall deliberate upon the issue of discrepancy raised and decide on the matter. The grievance/s would be addressed in a time-bound manner by the Administrative Secretary, Department of Information Technologies, Bihar on dispute shall be final.

13. Penal Action

At any time, if it is found that the IT/ITeS/ESDM Unit has claimed/availed any form of assistance/benefit (Fiscal/Non-Fiscal) from the Government based on any false/ fabricated information or involved in any malpractices/fraudulent activities or the IT/ITeS/ESDM Unit ceases to exist/ terminates the commercial operations before completing five years from the date of commencement of commercial operations; the unit shall refund the entire amount of the assistance granted/availed along with the compound rate of interest @ 12% per annum.

In addition, the IT/ITeS/ESDM applicant shall also be liable to face legal action and will be debarred to avail of any incentives/ assistance under any other policies/schemes of the State Government in the future.

14. List of Documents as per applicability**14.1 SIPB Stage-I**

#	Annexure I
1.	Proof for type of Incorporation/copy of Memorandum of Association (MoA)/ Partnership Registration/Certificate of Incorporation, as applicable
2.	Company's CIN, PAN, TAN and GSTIN
3.	Photo Identity Proof of Authorized Signatory
4.	Permanent Address Proof of Authorised Signatory
5.	Project Profile (Maximum 10 Page)
6.	Pan card of firm's Director/ Partners/ Proprietor etc.
7.	Latest Net worth statement of the firm/Undertaking

14.2 Financial Clearance

#	Annexure II
1.	Project Appraisal Certificate from Nationalized Bank/ Financial Institutions
2.	Loan Sanction Certificate (If applicable)
3.	Detail Project Report
4.	Land Sale Deed/Land lease Deed
5.	Self-Declaration for eligible Fixed Capital Investment
6.	CA Certificate for Shareholding
7.	Applicable category Certificate of the Promotor, Directors, who is having stake holding of 51% or more
8.	Declaration for Dovetailing of scheme benefit not availing with State's other policy.

14.3 Capital Subsidy Disbursement

#	Annexure III
1.	Letter of Authorization, PAN Card/ Aadhar card of Authorized representative
2.	Undertaking
3.	First Sale Bill/Invoice/ Certificate from Labor department (Expansion)
4.	Degree Certificate of all employees
5.	PF/ESI Statement
6.	Self-Declaration of Incentive Availed
7.	Domicile certificate for employees from Bihar
8.	Unit self-declaration and maintain Aadhar Card, Rent Agreement for Stationed Employee
9.	CA Certificate for Fixed Capital Investment
10.	Land purchase agreement/ Lease Agreement/ Land Allotment, Proof of payment of Stamp duty & land conversion fee
11.	Charter Engineering certificate for civil work, Purchase order/ Work contract, Agreement and completion certificate for Construction of Building, (As Applicable)
12.	Financial Statement for the period of incentives applied
13.	Copy of Original bills/Invoice under FCI
14.	Proof of payment against respective FCI heads
15.	Applicable category Certificate of the Promotor, Directors, who is having stake holding of 51% or more
16.	Cancelled cheque of the bank account of the IT/ITeS/ESDM Entity for disbursement of incentives
17.	Permission of Competent authority in Department of Information Technology, Bihar to condone the delay in submission of application (if applicable)

14.4 Interest Subvention Disbursement

#	Annexure IV
1.	Letter of Authorization, PAN Card/ Aadhar card of Authorized representative
2.	Undertaking
3.	First Sale Bill/Invoice/ Certificate from Labor department (Expansion)
4.	Degree Certificate of all employees
5.	PF/ESI Statement
6.	Self-Declaration of Incentive Availed
7.	Domicile certificate for employees from Bihar
8.	Unit self-declaration and maintain Aadhar Card, Rent Agreement for Stationed Employee
9.	Loan Sanctioned letter from the bank and Bank Statement
10.	Project Appraisal certificate from Bank
11.	Interest certificate
12.	Survey Report
13.	Provisional or Audited Financial Statement (P&L, Balance sheet) vetted by CA for the period of incentives availed
14.	Applicable category Certificate of the Promotor, Directors, who is having stake holding of 51% or more
15.	Cancelled cheque of the bank account of the IT/ITeS/ESDM Entity for disbursement of incentives
16.	Permission of Competent authority in Department of Information Technology, Bihar to condone the delay in submission of application (if applicable)

14.5 Lease Rent Subsidy Disbursement

#	Annexure V
1.	Letter of Authorization, PAN Card/ Aadhar card of Authorized representative
2.	Undertaking
3.	First Sale Bill/Invoice/ Certificate from Labor department (Expansion)
4.	Degree Certificate of all employees
5.	PF/ESI Statement
6.	Self-Declaration of Incentive Availed
7.	Domicile certificate for employees from Bihar
8.	Unit self-declaration and maintain Aadhar Card, Rent Agreement for Stationed Employee
9.	Lease Deed, Rent Receipt, Acknowledgment for lease payment
10.	Applicable category Certificate of the Promotor, Directors, who is having stake holding of 51% or more
11.	Cancelled cheque of the bank account of the IT/ITeS/ESDM Entity for disbursement of incentives
12.	Permission of Competent authority in Department of Information Technology, Bihar to condone the delay in submission of application (if applicable)

14.6 Power Tariff Subsidy Disbursement

#	Annexure VI
1.	Letter of Authorization, PAN Card/ Aadhar card of Authorized representative
2.	Undertaking
3.	First Sale Bill/Invoice/ Certificate from Labor department (Expansion)
4.	Degree Certificate of all employees

5.	PF/ESI Statement
6.	Self-Declaration of Incentive Aailed
7.	Energy Bill
8.	Domicile certificate for employees from Bihar
9.	Unit self-declaration and maintain Aadhar Card, Rent Agreement for Stationed Employee
10.	Electricity Connection Certificate by BSPHCL&Payment acknowledgment
11.	Applicable category Certificate of the Promotor, Directors, who is having stake holding of 51% or more
12.	Cancelled cheque of the bank account of the IT/ITeS/ESDM Entity for disbursement of incentives
13.	Permission of Competent authority in Department of Information Technology, Bihar to condone the delay in submission of application (if applicable)

14.7 Employee Generation Subsidy Disbursement

#	Annexure VII
1.	Letter of Authorization, PAN Card/ Aadhar card of Authorized representative
2.	Self-Declaration of Incentive Aailed
3.	Affidavit
4.	First Sale Bill/Invoice/ Certificate from Labor department (Expansion)
5.	Degree Certificate of all employees
6.	PF/ESI Statement& Pay slip
7.	Domicile certificate for employees from Bihar
8.	Unit self-declaration and maintain Aadhar Card, Rent Agreement for Stationed Employee
9.	Employee Details Certificate duly verified by Competent Authority (Assistant/ Deputy/ Joint Labor Commissioner)
10.	Copies of Statutory returns for the amount of contribution of EPF and ESI, whichever is applicable
11.	Applicable category Certificate of the Promotor, Directors, who is having stake holding of 51% or more
12.	Cancelled cheque of the bank account of the IT/ITeS/ESDM Entity for disbursement of incentives
13.	Permission of Competent authority in Department of Information Technology, Bihar to condone the delay in submission of application (if applicable)

15. The proposal has been approved by Hon'ble Minister, Department of Information Technology, Bihar, Patna.

By the order of the Governor of Bihar
ABHAY KUMAR SINGH,
 Secretary.

ANNEXURE I

Financial Clearence Form – FCF

(To be filled by Entity for availing any Incentive under the Bihar IT Policy 2024)

Form 1 – Financial ClearenceForm			
1.	SIPB Application Number	Number _____ Stage I Approval Date _____	
2.	Name of the Unit as per Certificate of Incorporation/ Registration		
3.	Type of Unit	IT/ ITeS ESDM	
4.	Type of Sub Sector (as per Focus Area under Bihar IT Policy 2024)		
5.	Type of Investment	New Unit	<input type="checkbox"/>
		Expansion of Existing unit	<input type="checkbox"/>
6.	Legal Structure of Business, (select the applicable one)	(i) Private Limited Company (ii) Public Limited Company (iii) Limited Liability Partnership (iv) Partnership Firm (v) Proprietorship	
7.	Corporate Identity Number (CIN) / LLP Identity Number (LLPIN) /Registration Number of Partnership Firm		
8.	Date of Incorporation/ Registration of the Unit		
9.	PAN of Unit		
10.	TAN of Unit		
11.	GST No. of Unit& GST Registration Date	GST Number _____ Date _____	
12.	IEM/UAM/URC Number & Date (As applicable)	Number _____ Date _____	
13.	Bihar Udhyam Registration	Number _____ Date _____	
14.	Directors/ Partners / Designated Partners of the Company /Partnership Firm (Along with Directors' detail: Email ID & Contact Detail)	Director 1 - <Name>, <DIN/DPIN/PARTNER ID>, <Email ID>, <Contact No.>, <PAN> Director 2 - <Name>, <DIN/DPIN/PARTNER ID>, <Email ID>, <Contact No.>, <PAN> Director n - <Name>, <DIN/DPIN/PARTNER ID>, <Email ID>, <Contact No.>, <PAN>	
15.	Complete Address of the Registered office of the Entity (If applicable)		
16.	Complete Address of the IT/ITeS/ESDM Eligible Unit:		
17.	Outside Patna & Danapur Municipal Area	Yes/No	
18.	Entrepreneur/Promoter (having stake holding 51% or more) category	SC ST Woman	

		Divyang War Widow Acid Attack Survivors Third Gender None
19.	Tentative Date of commencement of commercial operations or Expansion over and above 50% of existing manpower (post notification of this policy) of the IT/ITeS/ESDM Unit(DD/MM/YYYY)
20.	Tentative Average Turnover per employee per annum of the entity (<i>Projected</i>)	INR..... (in Crore)
21.	Tentative Average incremental Turnover per employee per annum of the entity (<i>Projected</i>)	INR..... (in Crore)
22.	Total Fixed Capital Investment (Land, Building, Plant & Machineries)	INR..... (in Crore)
23.	Cost break-up of Fixed Capital Investment (in INR)	Land (if any) – Stamp Duty (if any) – Conversion charge (if any) – Building (if any)– Plant & Machineries – Hardware & Software –
24.	Total Leased Area, If unit/entity is set up on leased building (in Acres)
25.	Tentative Total direct employment on pay roll of the unit	1. Domicile of Bihar 2. Non-Domicile of Bihar
26.	Tentative power load and date of Power connection.	Unit in kw _____ DD/MM/YYYY
27.	Availing subsidy from Industrial Policy/State Other Policy	Y/N (Self declaration Clause 2.XIV)
28.	Applicable Incentives	Capital Subsidy: Yes/ No Interest Subvention: Yes/ No Employment Generation Subsidy: Yes/ No Lease Rental Subsidy: Yes/ No Power Tariff Incentives: Yes/ No
29.	Details of the Company	Website URL, Email ID, Contact No.
Documents: i) Annex the supporting documents for all the above information viz Copy of Memorandum of Association (MoA) or Partnership Registration or Certificate of Incorporation, CIN, PAN, TAN and GSTIN. ii) <i>CA Certificate for Shareholding</i> iii) Self-Declaration for Fixed Capital Investments iv) Self-Declaration for Equipment & Civil Work Details v) Detailed Project Report (DPR) of the project vi) Project appraisal Report from Nationalised Bank vii) Loan sanctioned letter from Nationalised Bank/Financial Institution (if applicable-Annexure V) viii) List of new Plant & Machinery (Date of purchase-Name of the Plant & Machinery/Equipment along with copies of purchase invoices (As per Annexure- IV) ix) Land purchase agreement/ Lease Agreement/ Land Allotment, Work order/ Agreement and completion certificate for Construction of Building, (<i>As Applicable</i>). x) Applicable category Certificate of the Promotor, Directors, who is having stake holding of 51% or more		

xi) *In case of more than one director or partner or member, details of the individual Director/ Partner/ Designated Partner / Member.*

Declaration:

I / We hereby certify that all Director(s)/ Designated Partner(s)/ Partner(s)/ Authorised Representative in our IT/ITeS/ESDM Unit have given written consent to provide their **DIN/ DPIN/ PARTNER ID** to verify individual identity and to determine eligibility across different Government Schemes. I/We understand that Department of Information Technologies, Bihar shall ensure the security and confidentiality of my/our personal identity data provided for the purpose stated above.

Date:

Signature of Applicant
(with seal)

Name:

Designation:

**Certificate of Shareholding from Chartered Accountant or Company Secretary
(on their letter head)**

This is to certify that we have verified the Books of Accounts and other records of M/s. _____, partnership firm within the meaning of the Indian Partnership Act / proprietorship concern/ company within the meaning of the Companies Act and having its office/ registered office at _____ and we hereby certify the following on the basis of the Books of Accounts and other relevant particulars furnished by the company/ firm.

- 1) The company has been Incorporated on _____ having CIN: _____.
- 2) Shareholding pattern as on _____. Give Details of entire shareholding including Equity Capital/ Preference Share Capital etc.)

	Equity shares			Preference shares		
Authorised capital	Rs. _____ lakh consisting of _____ number of equity shares of Rs. _____ each			Rs. _____ lakh consisting of _____ number of preference shares of Rs. _____ each		
Paid-up capital	Rs. _____ lakh consisting of _____ number of equity shares of Rs. _____ each			Rs. _____ lakh consisting of _____ number of preference shares of Rs. _____ each		
Name of shareholder	No. of Shares	Value of shares (Rs.)	% holding	No. of shares	Value of shares (Rs.)	% holding
a) Held by Individuals having Indian nationality						
1.						
2.						
3.						
4.						
5.						
b) Held by Foreign Individuals & Body Corporates						
1.						
2.						
3.						
c) Held by Indian Body Corporates						
1.						
2.						
3.						
Total						

(In case shares of applicant company are held by other Body Corporates i.e. (c), then shareholding pattern of that Body Corporate(s) may also be provided in the same format as that of applicant company)

It is, hereby certified that the Authorized Capital, Paid Capital and the above share holding pattern has been verified from MCA / ROC records.

I/We hereby note that this certificate would be an input for decision making by BIRAC. Therefore, I/ We hereby agree and confirm that BIRAC may seek any clarifications as may be required to investigate the matter and fix responsibility in the event our certification as aforesaid turns out to be untrue and factually incorrect causing loss to BIRAC.

Date:
Place:

For: Chartered Accountant's Firm

(Signature & Seal)
(Name of Partner/ Proprietor)
(Membership No _____)

**(Self-Declaration: Fixed Capital Investment)*

TO WHOMSOEVER IT MAY CONCERN

(on Company letterhead)

I<Name> working as a/an <Designation> for <Entity Name>, registered office at <registered office address> hereby declares in respect of investment in new Fixed Capital Investment (Original Purchase Value exclusive of Tax), by the entity <Proposed IT/ITeS/ESDM Unit> located at <IT/ITeS/ESDM Address> that new Fixed Capital Investment (as defined under Section 3 of the Capital Subsidy Scheme) will be made after policy notification date i.e [] and upto approval date for <Value in Lacs> as per details given below:

S.NO	Particular	Value in Rs Lacs
1.	Land Cost	
2.	Land Conversion Fee/ Stamp Duty	
3.	Building Cost	
4.	Plant & Machineries Cost	
5.	Software & Licenses	
Total Cost		

Name & Signature of the Authorised Signatory:

Designation:

Place:

Date:

Illustrative list of Detailed Project Report

- 1. Executive Summary**
- 2. Sector Background & Broad Project Rationale**
 - a. Project Rationale
 - b. Sector Background
 - c. User Coverage and Access
 - d. Export Linkages
 - e. Cost Recovery and Extent of Cost Recovery
- 3. Project Definition, Concept and Scope**
 - a. Project Definition
 - b. Project Location
 - c. Land
 - d. Physical Infrastructure Components
 - e. Environment Compliance/Protection/improvement measures
 - f. Specialized Procured Services for Design, Independent Supervision and Quality Assurance
 - g. Other Information
 - h. Geographical Location
- 4. Project Proposal**
 - a. Project Cost
 - b. Physical Infrastructure component wise cost
 - c. Cost of Surveys and Investigations
 - d. Cost of Shifting Utilities
 - e. Cost of Consultancy Services
 - f. Other Statutory Compliance Cost
 - g. Finance/Interest cost during Construction
 - h. Contingency
 - i. List of Proposed Facilities

- 5. Project Cost and Means of Finance**
 - a. Estimated Project Cost
 - b. Means of Finance
 - c. Overall financial structuring of the project
- 6. Financial Projections for 5 years**
 - a. Appraisal Framework and Objectives
 - b. Financial Assessment
 - c. Revenue Assumptions
 - d. Expenditure Assumptions
 - e. Other Assumptions
 - f. Financial Projections (P&L Statements, Financial Ratios)
 - g. Operations and Maintenance Plan
 - h. Cash flow statement
- 7. Risk Analysis and Mitigation Plan**
 - a. Project Development/Construction Risks
 - b. Mitigation Framework
- 8. Project Implementation Plan**
 - a. Project Execution Framework
 - b. Plan for Financial Closure
 - c. Implementation Schedule
- 9. Project Impact**
 - a. Benefits to Industry
 - b. Projected Social and Economic Impact
 - c. Creation of Employment
 - d. Estimated Investments
 - e. Project Sustainability
- 10. Others**

ANNEXURE II
Financial Disbursement of Capital Subsidy

Form 2 – Application for disbursement of Incentive under Capital Subsidy						
1.	SIPB Application Number	Number _____ Financial Clearance Date _____				
2.	Date of commencement of commercial operations of the IT/ITeS/ESDM Unit	Date _____(DD/MM/YYYY)				
3.	Type of Investment	<table border="1" style="width: 100%;"> <tr> <td>New Unit</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Expansion of Existing unit</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	New Unit	<input type="checkbox"/>	Expansion of Existing unit	<input type="checkbox"/>
New Unit	<input type="checkbox"/>					
Expansion of Existing unit	<input type="checkbox"/>					
4.	Total Fixed Capital Investment (FCI) made after notification of the policy (New Unit)	INR.....(i n Crores)				
5.	Total FCI made after notification of the policy (in case of expansion)	INR.....(i n Crores)				
6.	Turnover per eligible employee per annum (IT/ ITeS Unit: Minimum INR 20 lakh ESDM Unit: Minimum INR 50 lakh)	IT/ ITeS Unit: INR.....(in Crores) ESDM Unit: INR.....(in Crores)				
7.	Minimum 25 direct employment (one direct employment for a year is equivalent to generation average annual direct employment)	Y/N				
8.	Minimum 60% employees stationed in Bihar	Y/N				
9.	Minimum 50% employees under Permanent Bihar Domicile (New/Expansion)	Y/N				
10.	Total No. of eligible Employees appointed on direct payroll during the year (fulfilling qualification & CTC Criteria)	1. Bihar Domicile - 2. Non-Bihar Domicile - 3. Stationed Employees -				
11.	Total average annual employment generated (for eligible employees) during the completed financial year					
12.	Is the application submission on time?	YES/ NO				
12.1	I. If No, Reasons for Delay in Submission of Application (In such case, the applicant needs to submit written permission from the Competent authority to condone the delay in submission of the application.					
13.	Quantum Capital Subsidy applied for the completed Year	<In Rupees & Word>				
14.	Supporting Documents	i. Letter of Authorization ii. PAN Card & Passport size Colored Photograph of the Authorized Representative Undertaking iii. Affidavit				

		<ul style="list-style-type: none"> iv. Self-Declaration of Incentives availed v. Permission of Competent authority in Department of Information Technology, Bihar to condone the delay in submission of application (if applicable) vi. Proof of payment of Stamp duty & land conversion fee vii. Land purchase agreement/ Lease Agreement/ Land Allotment, Purchase order/ Work contract, Agreement and completion certificate for Construction of Building, (As Applicable) viii. <u>New Unit</u>- First Sale Bill/ Invoice; ix. <u>Expanded unit</u>- Certificate from labor department. x. Category Certificate of the Promotor, Directors, who is having stake holding of 51% or more. xi. Unit self-declaration of local employee xii. Domicile Certificate for Employee from Bihar xiii. Degree Certificates of all the employee xiv. PF/ESI Statements of employees. xv. CA Certificate for FCI xvi. Invoice & Payment proof for purchase of FCI xvii. Charter Engineering certificate for civil work, if applicable xviii. Purchase order/ Work contract, Agreement and completion certificate for Construction of Building xix. Financial Statement for the period of incentives availed. xx. Cancelled cheque of the bank account of the IT/ITeS/ESDM Entity for disbursement of incentives
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Letter of Authorization for Representative

To,
Office In charge,
Department of Information Technology, Bihar
<Name> ----- <Designation>----- is hereby
authorized to sign & stamp requisite documents on behalf of our IT/ITeS/ESDM Entity
(Name of an entity as given on Certificate of Incorporation / Registration) for applying for
“*Capital Subsidy Scheme*” under the BiharIT Policy 2024. He is also authorized to attend
meetings and provide additional documents in case any clarifications are required by the
concerned authority.
Thanking you,

Signature and seal of the Director(s)/ Partner(s)	Signature of the person authorized by the IT/ITeS/ESDM(Name of the entity)
<Name>	< Authorized Representative Name >
<Designation>	<Designation>
<Mobile>	<Mobile>
<Seal>	<Seal>

Undertaking**TO WHOMSOEVER IT MAY CONCERN**

(Undertaking/Declaration - To be submitted on Non-Judicial Stamp Paper of Rs. 100/- (Min) duly sworn before a Notary Public (duly affixed with Notarial Stamp, and with Notary Seal & Notary Registration Number or First-Class Magistrate)).

1. I / We, <name of the Director/Partner/etc.> son of Mr.....<father's name>resident of <residential address>designated as < Director / Designated Partner / Partner >, do hereby solemnly affirm and declare/undertake, that the information given herein regarding our It/ITeS/ESDM Entity **<Name of the entity as given on Certificate of Incorporation / Registration>** & as stated in the application form is correct and true to the best of our knowledge and belief, and nothing relevant information has been suppressed.
2. I/We do hereby affirm that the term and conditions of the above scheme of Government of Bihar under which an application is made by the applicant have been properly read and understood by me and I affirm that the project / proposal comply with all the terms and conditions of the approval letter and provisions enshrined in the scheme guidelines
3. I/we do hereby affirm that the proposed activities to be undertaken by the project / proposal are covered under the above scheme of GoB and no part of the scheme / infrastructure of the project is designed or assigned to be used for any activity other than the activities specified in the application at present or in the near future.
4. It is certified that <name of the IT/ITeS/ESDM unit> has not obtained or applied for **capital subsidy** for the same project, component, purpose or activity from any other Ministry or Government of Bihar or their agencies/organizations.
5. It is certified that as the applicant itself has not availed any financial assistance under any scheme of Bihar IT Policy 2024 in the past from GoB (if availed, the details shall be furnished separately).
6. I/We also solemnly affirm/undertake that the proposed project components in the application are a wholly new activity and not a pre-existing activity or any component thereof.
7. I shall not dispose-off or encumber or utilize the assets created wholly or substantial out of

government grant for purpose other than those for which they have been sanctioned, without obtaining the prior approval of the sanctioning authority of grant-in-aid.

8. I/We affirm that there is no change in constitution of the unit and neither leased out/rented out/sold out to some other party. Likewise, our unit is working regularly and the machinery installed is intact
9. I/ We, do hereby confirm and declare that any Director(s)/ Designated Partner(s)/ Partner(s) of our IT/ITeS/ESDM:
 - i) That the unit has not been leased out/rented out/sold out to some other party
 - ii) Do not have any dues pending against any of the Central/State Departments/ Agencies in India at the time of submission of the application; and
 - iii) Is/Are not blacklisted/ de-registered/ debarred by any Central/ State Department/ Agency at the time of submission of the application; and
 - iv) Have not availed any similar fund/incentive/reimbursement/exemption/support from any other Government Department/Agency or under any other Government Policy; and
 - v) The IT/ITeS/ESDM is in regular commercial operations during the period for which incentive is being claimed as well as at the time of submission of application.
10. I/We do hereby affirm that furnishing of any false or incorrect particulars of any information or suppression of any material information shall attract punishment for fraud and that we will be held liable for it. We understand that if found guilty of furnishing false information or any other fraudulent activity, we will be barred from applying /availing any benefits/incentives under the BiharIT Policy 2024 for this entity and any other entity that I/we are part of and will further be liable for the penal action as defined below:
 - i. the unit shall refund the entire amount of the assistance granted/availed along with the compound rate of interest @ 12% per annum.
 - ii. in addition, the unit shall also be liable to face legal action and will be debarred to avail of any incentives/ assistance under any other policies/schemes of the State Government in the future.
11. The IT/ ITeS/ESDM unit will be liable to refund excess subsidy/ assistance/ reimbursement/ exemption, if any, released due to omission or pointed out by the concerned division/authority **or the team of Secretary**, DIT-Bihar at any point of time.
12. I / We hereby certify that all Director(s)/ Designated Partner(s)/ Partner(s)/ Authorised Representative in our IT/ITeS/ESDM have given written consent to provide their **DIN/ DPIN/ PARTNER ID** to verify individual identity and to determine eligibility across different Government Schemes. I/We understand that Department of Information Technology shall ensure the security and confidentiality of my/our personal identity data provided for the purpose stated above.

Dated:

Signature and seal

of the Director (s)/Designated Partner (s)/Partner (s)
<Name and Designation>

Self Declaration of Incentive Availed

M/S _____ located at the address: _____

hereby declare that the following incentives have been availed/claimed by the IT/ITeS/ESDM Entity in previous years/quarter under the Bihar IT Policy 2024.

S.No.	Name of Incentive/ Subsidy/ Reimbursement/ Exemption Scheme	Amount claimed/ availed (in INR crores)
1.	Capital Subsidy (Availed) (Preceding Financial year)	Year 1: Amount: Year 2: Amount: YearN: Amount:

Signature of applicant
(with seal)

TO WHOMSOEVER IT MAY CONCERN

(on CA letterhead)

I <Name> working as a/an <Designation> for <Entity Name>, registered office at <registered office address> hereby declares in respect of investment in new Fixed Capital Investment (Original Purchase Value exclusive of Tax), by the entity <Proposed IT/ITeS/ESDM Unit> located at <IT/ITeS/ESDM Address> that new Fixed Capital Investment (as defined under Section 3 of the Capital Subsidy Scheme) will be made after policy notification date i.e [] and upto approval date for <Value in Lacs> as per details given below:

S.NO	Particular	Value in Rs Lacs
1.	Land Cost	
2.	Land Conversion Fee/ Stamp Duty	
3.	Building Cost	
4.	Plant & Machineries Cost	
5.	Software & Licenses	
Total Cost		

Name & Signature of the CA:

Place:

Date:

Equipment & Civil Work Details*(On CE Letterhead)*

It is hereby declared that, details of equipment/ machinery belonging to Eligible IT/ITeS/ESDM Entity for fixed capital investment in respect of M/S_____

located at: Address _____ are given as under:

S.No.	Particular of the Plant & Machinery/ Equipment/Construction related Items	Type: New/ Used	Name of the Supplier and Place	Purchase Date	Invoice/ Bill No.	Value (inclusive of Tax) (INR)	Total GST paid (INR)	Payment Details

** Attach copies of purchase invoices & Bank Statement

Signature of CE
(with seal)

Date:
Place

ANNEXURE III
Application for Interest Subvention Subsidy

Form 3 – Application for disbursement of Incentive under Interest Subvention Scheme		
1.	SIPB Application Number	Number _____ Financial Clearance Date _____
2.	Date of commencement of commercial operations of the IT/ITeS/ESDM Unit	Date _____ (DD/MM/YYYY)
3.	Type of Investment	<div>New Unit <input type="checkbox"/></div> <div>Expansion of Existing unit <input type="checkbox"/></div>
4.	Fixed Capital Investment made after notification of the policy and till the approval date	%..... (of total FCI) INR.....(in Crores)
5.	Rate of Interest of Interest Subvention(in %)
6.	Total Term Loan Amount	INR.....(in Crores)
7.	Sanction Date of Term Loan (DD/MM/YYYY)
8.	Period of Term Loan (DD/MM/YYYY)
9.	Minimum 25 direct employment (one direct employment for a year is equivalent to generation of average annual direct employment)	Y/N
10.	Minimum 60% employees stationed in Bihar	Y/N
11.	Minimum 50% employees under Permanent Bihar Domicile (New/Expansion)	Y/N
12.	Total No. of eligible Employees appointed on direct payroll during the year	1. Bihar Domicile - 2. Non-Bihar Domicile - 3. Stationed Employees -
13.	Total average annual employment generated (for eligible employees) during the yearly	
14.	Quantum of Interest subvention applied now (for the preceding term/ year)	INR.....(in crores)
15.	Total Incentives/ Subsidy/ Reimbursement availed by the Eligible IT/ITeS/ESDM Entity in the preceding as on date of submission of application (As per Annexure - V)	INR.....(in crores)
16.	Is the application submission on time?	YES/ NO
16.1	II. If No, Reasons for Delay in Submission of Application (In such case, the applicant needs to submit written permission from the Competent authority to condone the delay in submission of the application.	
17.	Supporting Documents	i. Letter of Authorization ii. PAN Card & Passport size Colored Photograph of the Authorized Representative Undertaking iii. Affidavit iv. Self- Declaration of Incentives availed

		<ul style="list-style-type: none">v. Interest certificatevi. Loan Sanctioned letter from the Bankvii. Project Appraisal certificate from Bankviii. Bank Statementix. Permission of Competent authority in Department of Information Technology, Bihar to condone the delay in submission of application (if applicable)x. New first sale billxi. Self-declaration for Stationed Employeexii. Domicile Certificate for Employee from Biharxiii. Degree Certificates of all the employeexiv. PF/ESI Statements of employeesxv. Cancelled cheque of the bank account of the IT/ITeS/ESDM Entity for disbursement of incentives
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Letter of Authorization
Letter of Authorization for Representative

To,
The Officer In-charge,
Department of Information Technology, Bihar
<Name> ----- <Designation>----- is hereby
authorized to sign & stamp requisite documents on behalf of our IT/ITeS/ESDM Entity
(Name of an entity as given on Certificate of Incorporation / Registration) for applying for
“*Interest Subvention Scheme*”under the BiharIT Policy 2024. He is also authorized to attend
meetings and provide additional documents in case any clarifications are required by the
concerned authority.
Thanking you,

Signature and seal of the Director(s)/ Partner(s) <Name> <Designation> <Mobile> <Seal>	Signature of the person authorized by the IT/ITeS/ESDM(Name of the entity) <Authorized Representative Name> <Designation> <Mobile> <Seal>
---	--

Undertaking
TO WHOMSOEVER IT MAY CONCERN

(Undertaking/Declaration - To be submitted on Non-Judicial Stamp Paper of Rs. 100/- (Min) duly sworn before a Notary Public (duly affixed with Notarial Stamp, and with Notary Seal & Notary Registration Number or First-Class Magistrate)).

1. I / We, <name of the Director/Partner/etc.> son of Mr.....<father's name> resident of <residential address> designated as < Director / Designated Partner / Partner >, do hereby solemnly affirm and declare/undertake, that the information given herein regarding our It/ITeS/ESDM Entity **<Name of the entity as given on Certificate of Incorporation / Registration>** & as stated in the application form is correct and true to the best of our knowledge and belief, and nothing relevant information has been suppressed.
2. I/We do hereby affirm that the term and conditions of the above scheme of Government of Bihar under which an application is made by the applicant have been properly read and understood by me and I affirm that the project / proposal comply with all the terms and conditions of the approval letter and provisions enshrined in the scheme guidelines
3. I/we do hereby affirm that the proposed activities to be undertaken by the project / proposal are covered under the above scheme of GoB and no part of the scheme / infrastructure of the project is designed or assigned to be used for any activity other than the activities specified in the application at present or in the near future.
4. It is certified that <name of the IT/ITeS/ESDM unit> has not obtained or applied for **Interest subvention subsidy** for the same project, component, purpose or activity from any other Ministry or Government of Bihar or their agencies/organizations.
5. It is certified that as the applicant itself has not availed any financial assistance under any scheme of Bihar IT Policy 2024 in the past from GoB (if availed, the details shall be furnished separately).
6. I/We also solemnly affirm/undertake that the proposed project components in the application are a wholly new activity and not a pre-existing activity or any component thereof.
7. I shall not dispose-off or encumber or utilize the assets created wholly or substantial out of government grant for purpose other than those for which they have been sanctioned, without obtaining the prior approval of the sanctioning authority of grant-in-aid.
8. I/We affirm that there is no change in constitution of the unit and neither leased out/rented out/sold out to some other party. Likewise, our unit is working regularly and the machinery installed is intact
9. I/ We, do hereby confirm and declare that any Director(s)/ Designated Partner(s)/ Partner(s) of our IT/ITeS/ESDM:
 - i. That the unit has not been leased out/rented out/sold out to some other party
 - ii. Do not have any dues pending against any of the Central/State Departments/ Agencies in India at the time of submission of the application; and
 - iii. Is/Are not blacklisted/ de-registered/ debarred by any Central/ State Department/ Agency at the time of submission of the application; and
 - iv. Have not availed any similar fund/incentive/reimbursement/exemption/support from any other Government Department/Agency or under any other Government Policy; and

- v. The IT/ITeS/ESDM is in regular commercial operations during the period for which incentive is being claimed as well as at the time of submission of application.
10. I/We do hereby affirm that furnishing of any false or incorrect particulars of any information or suppression of any material information shall attract punishment for fraud and that we will be held liable for it. We understand that if found guilty of furnishing false information or any other fraudulent activity, we will be barred from applying /availing any benefits/incentives under the BiharIT Policy 2024 for this entity and any other entity that I/we are part of and will further be liable for the penal action as defined below:
- the unit shall refund the entire amount of the assistance granted/availed along with the compound rate of interest @ 12% per annum.
 - in addition, the unit shall also be liable to face legal action and will be debarred to avail of any incentives/ assistance under any other policies/schemes of the State Government in the future.
11. The IT/ ITeS/ESDMunit will be liable to refund excess subsidy/ assistance/ reimbursement/ exemption, if any, released due to omission or pointed out by the concerned division/authority, DIT-Bihar at any point of time.
12. I / We hereby certify that all Director(s)/ Designated Partner(s)/ Partner(s)/ Authorised Representative in our IT/ITeS/ESDM have given written consent to provide their **DIN/ DPIN/ PARTNER ID** to verify individual identity and to determine eligibility across different Government Schemes. I/We understand that Department of Information Technology shall ensure the security and confidentiality of my/our personal identity data provided for the purpose stated above.

Dated:

Signature and sealof the Director (s)/Designated Partner (s)/Partner (s)
<Name and Designation>**Self-Declaration of Incentive Availed**

M/S _____ located at the address:

hereby declare that the following incentives have been availed by the IT/ITeS/ESDM Entity in previous years under the Bihar IT Policy 2024.

S.No.	Name of Incentive/ Subsidy/ Reimbursement/ Exemption Scheme	Amount claimed/ availed (in INR crores)
2.	Interest Subvention Subsidy (Current Claim)	Amount:
3.	Interest Subvention (Preceding years)	Year 1: Amount: Year 2: Amount: Year n: Amount:

Signature of applicant
(with seal)

ANNEXURE-IV

Application Form for Lease Rental Subsidy

Form 4 – Application for disbursement of Incentive under Lease Rental Subsidy		
1.	SIPB Application Number	Number _____ Financial Clearance Date _____
2.	Date of commencement of commercial operations of the IT/ITeS/ESDM Unit	Date _____ (DD/MM/YYYY)
3.	Type of Investment	<div>New Unit <input type="checkbox"/></div> <div>Expansion of Existing unit <input type="checkbox"/></div>
4.	Super-built-up area 100 sq.ft / employee.	
5.	Leased Rate per sq.ft.	
6.	Total Leased areasq.ft.
7.	Leased rental value (In INR) (If the lease is paid upfront for multiple years, the lease rental subsidy will be disbursed on pro-rata basis for each year of claim, as applicable).
8.	Address of the leased building	
9.	Period of Lease rental (In Years)	
10.	Period for Reimbursement of Leased rental	
11.	Date of commencement of commercial operations or Expansion over and above 50% of existing manpowers subject to minimum 25 fresh direct employment (post notification of this policy) of the IT/ITeS/ESDM Unit(DD/MM/YYYY)
12.	Minimum 25 direct employment (one direct employment for a year is equivalent to generation average annual direct employment)	Y/N
13.	Minimum 60% employees stationed in Bihar	Y/N
14.	Minimum 50% employees under Permanent Bihar Domicile (New/Expansion)	Y/N
15.	Total No. of Eligible Employee on direct payroll of the unit	1. Domicile of Bihar 2. Non-Domicile of Bihar 3. Stationed Employee
16.	Is the application submission on time?	YES/ NO
16.1	If No, Reasons for Delay in Submission of Application (In such case, the applicant needs to submit written permission from the Competent authority to condone the delay in submission of the application.	
17.	Supporting Documents	i) Letter of Authorization ii) PAN Card & Passport size Colored Photograph of the Authorized Representative undertaking iii) Lease Deed

		<ul style="list-style-type: none">iv) Acknowledgment for lease paymentv) Self-Declaration of Incentives availedvi) Copy of any valid proof as evidence of the IT/ITeS/ESDM being in commercial operations (First Sale Bill)vii) Copy of ESI/PF Number of Eligible Employeesviii) Copy of Bihar Bonafide Resident Certificate from competent authority as proof of Bihar residentix) Copy of Aadhaar Card of Bihar Resident Employeesx) Permission of Competent authority in Industries & Commerce Department, Bihar to condone the delay in submission of application (if applicable)xi) Cancelled cheque of the bank account of the IT/ITeS/ESDM Entity for disbursement of incentives
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Letter of Authorization for Representative

To,
 The Officer In-charge,
 Industries & Commerce Department, Bihar
 <Name> ----- <Designation>----- is hereby
authorized to sign & stamp requisite documents on behalf of our IT/ITeS/ESDM Entity
(Name of an entity as given on Certificate of Incorporation / Registration) for applying for
 “*Lease Rental Scheme*” under the BiharIT Policy 2024. He is also authorized to attend meetings
 and provide additional documents in case any clarifications are required by the concerned
 authority.

Thanking you,

Signature and seal of the Director(s)/ Partner(s) <Name> <Designation> <Mobile> <Seal>	Signature of the person authorized by the IT/ITeS/ESDM(Name of the entity) <Authorized Representative Name> <Designation> <Mobile> <Seal>
--	--

Undertaking
TO WHOMSOEVER IT MAY CONCERN

(Undertaking/Declaration - To be submitted on Non-Judicial Stamp Paper of Rs. 100/- (Min) duly sworn before a Notary Public (duly affixed with Notarial Stamp, and with Notary Seal & Notary Registration Number or First-Class Magistrate)).

1. I / We, <name of the Director/Partner/etc.> son of Mr.....<father's name> resident of <residential address> designated as < Director / Designated Partner / Partner >, do hereby solemnly affirm and declare/undertake, that the information given herein regarding our It/ITeS/ESDM Entity <**Name of the entity as given on Certificate of Incorporation / Registration**> & as stated in the application form is correct and true to the best of our knowledge and belief, and nothing relevant information has been suppressed.
2. I/We do hereby affirm that the term and conditions of the above scheme of Government of Bihar under which an application is made by the applicant have been properly read and understood by me and I affirm that the project / proposal comply with all the terms and conditions of the approval letter and provisions enshrined in the scheme guidelines
3. I/we do hereby affirm that the proposed activities to be undertaken by the project / proposal are covered under the above scheme of GoB and no part of the scheme / infrastructure of the project is designed or assigned to be used for any activity other than the activities specified in the application at present or in the near future.
4. It is certified that <name of the IT/ITeS/ESDM unit> has not obtained or applied for **Lease Rental Subsidy** for the same project, component, purpose or activity from any other Ministry or Government of Bihar or their agencies/organizations.
5. It is certified that as the applicant itself has not availed any financial assistance under any scheme of Bihar IT Policy 2024 in the past from GoB (if availed, the details shall be furnished separately).
6. I/We also solemnly affirm/undertake that the proposed project components in the application are a wholly new activity and not a pre-existing activity or any component thereof.
7. I shall not dispose-off or encumber or utilize the assets created wholly or substantial out of government grant for purpose other than those for which they have been sanctioned, without obtaining the prior approval of the sanctioning authority of grant-in-aid.
8. I/We affirm that there is no change in constitution of the unit and neither leased out/rented out/sold out to some other party. Likewise, our unit is working regularly and the machinery installed is intact
9. I/ We, do hereby confirm and declare that any Director(s)/ Designated Partner(s)/ Partner(s) of our IT/ITeS/ESDM:
 - i. That the unit has not been leased out/rented out/sold out to some other party
 - ii. Do not have any dues pending against any of the Central/State Departments/ Agencies in India at the time of submission of the application; and
 - iii. Is/Are not blacklisted/ de-registered/ debarred by any Central/ State Department/ Agency at the time of submission of the application; and
 - iv. Have not availed any similar fund/incentive/reimbursement/exemption/support from any other Government Department/Agency or under any other Government Policy; and
 - v. The IT/ITeS/ESDM is in regular commercial operations during the period for which incentive is being claimed as well as at the time of submission of application.
10. I/We do hereby affirm that furnishing of any false or incorrect particulars of any information or suppression of any material information shall attract punishment for fraud and that we will be held liable for it. We understand that if found guilty of furnishing false information or any other fraudulent activity, we will be barred from applying /availing any benefits/incentives under the BiharIT Policy 2024 for this entity and any other entity that I/we are part of and will further be liable for the penal action as defined

below:

- i. the unit shall refund the entire amount of the assistance granted/availed along with the compound rate of interest @ 12% per annum.
 - ii. in addition, the unit shall also be liable to face legal action and will be debarred to avail of any incentives/ assistance under any other policies/schemes of the State Government in the future.
- 11.** The IT/ ITeS/ESDMunit will be liable to refund excess subsidy/ assistance/ reimbursement/ exemption, if any, released due to omission or pointed out by the concerned division/authority, DIT-Bihar at any point of time.
- 12.** I / We hereby certify that all Director(s)/ Designated Partner(s)/ Partner(s)/ Authorised Representative in our IT/ITeS/ESDM have given written consent to provide their **DIN/ DPIN/ PARTNER ID** to verify individual identity and to determine eligibility across different Government Schemes. I/We understand that Department of Information Technology shall ensure the security and confidentiality of my/our personal identity data provided for the purpose stated above.

Dated:

Signature and seal

of the Director (s)/Designated Partner (s)/Partner (s)
<Name and Designation>

Self Declaration of Incentive Availed

M/S _____ located at the address:

hereby declare that the following incentives have been availed by the IT/ITeS/ESDM Entity in previous years under the Bihar IT Policy 2024.

S.No.	Name of Incentive/ Subsidy/ Reimbursement/ Exemption Scheme	Amount claimed/ availed (in INR crores)
4.	Lease Rental Subsidy (Current Claim)	Amount:
5.	Lease Rental Subsidy (Preceding Financial year)	Year 1: Amount: Year 2: Amount: Year n: Amount:
6.	Lease Rental Subsidy-For Expanded unit (Lease value of existing unit-Lease value of expanded unit)	Amount:

Signature of applicant
(with seal)

ANNEXURE-V
Application Form for Power Tariff Subsidy

Form 5 – Application for disbursement of Incentive under Power Tariff Scheme		
1.	SIPB Application Number	Number _____ Financial Clearance Date _____
2.	Date of commencement of commercial operations of the IT/ITeS/ESDM Unit	Date _____ (DD/MM/YYYY)
3.	Type of Investment	<div>New Unit <input type="checkbox"/></div> <div>Expansion of existing unit <input type="checkbox"/></div>
4.	Electricity Consumer No.	
5.	Total Connected Power Load (in MW) MW
6.	Total IT/ITeS/ESDM Power Load (in MW) MW
7.	Date of Release of Electricity Connection (DD/MM/YYYY)
8.	Period for Reimbursement of Power Tariff (DD/MM/YYYY)
9.	Date of commencement of commercial operations or Expansion over and above 50% of existing manpower (post notification of this policy) of the IT/ITeS/ESDM Unit. (DD/MM/YYYY)
10.	Minimum 25 direct employment (one direct employment for a year is equivalent to generation average annual direct employment)	Y/N
11.	Minimum 60% employees stationed in Bihar	Y/N
12.	Minimum 50% employees under Permanent Bihar Domicile (New/Expansion)	Y/N
13.	Total No. of Eligible Employee on direct payroll	1. Bihar Domicile - 2. Non-Bihar Domicile - 3. Stationed Employees -
14.	Quantum of Power tariff Incentive applied for the preceding year	INR..... (in lacs)
15.	Total Incentives/ Subsidy/ Reimbursement availed by the Eligible IT/ITeS/ESDM Entity in the preceding as on date of submission of application	INR..... (in crores)
16.	Is the application submission on time?	YES/ NO
16.1	If No, Reasons for Delay in Submission of Application (In such case, the applicant needs to submit written permission from the Competent authority to condone the delay in submission of the application.	
17.	Supporting Documents	i) Letter of Authorization ii) PAN Card & Passport size Colored Photograph of the Authorized Representative Undertaking

		iii) Electricity Connection Certificate by BSPHCL iv) Self-Declaration of Incentives availed v) Electricity Bill for claimed period vi) Acknowledgment for the payment of electricity bill vii) Acknowledgment/ Any Document from DISCOM showing the date of release of Electricity Connection viii) Copy of any valid proof as evidence of the IT/ITeS/ESDM being in commercial operations (First Sale Bill) ix) Permission of Competent authority in Industries & Commerce Department, Bihar to condone the delay in submission of application (if applicable) x) Copy of ESI/PF Number of Eligible Employees xi) Copy of Bihar Bonafide Resident Certificate from competent authority as proof of Bihar resident xii) Copy of Aadhaar Card of Bihar Resident Employees xiii) Cancelled cheque of the bank account of the IT/ITeS/ESDM Entity for disbursement of incentives
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Letter of Authorization for Representative

To,
 The Officer In-charge,
 Industries & Commerce Department, Bihar
 <Name> ----- <Designation>----- is hereby
authorized to sign & stamp requisite documents on behalf of our IT/ITeS/ESDM Entity
(Name of an entity as given on Certificate of Incorporation / Registration) for applying for
“Lease Rental Scheme” under the BiharIT Policy 2024. He is also authorized to attend meetings
 and provide additional documents in case any clarifications are required by the concerned
 authority.

Thanking you,

Signature and seal of the Director(s)/ Partner(s) <Name> <Designation> <Mobile> <Seal>	Signature of the person authorized by the IT/ITeS/ESDM(Name of the entity) <Authorized Representative Name> <Designation> <Mobile> <Seal>
---	--

Undertaking
TO WHOMSOEVER IT MAY CONCERN

(Undertaking/Declaration - To be submitted on Non-Judicial Stamp Paper of Rs. 100/- (Min) duly sworn before a Notary Public (duly affixed with Notarial Stamp, and with Notary Seal & Notary Registration Number or First-Class Magistrate)).

1. I / We, <name of the Director/Partner/etc.> son of Mr.....<father's name> resident of <residential address> designated as < Director / Designated Partner / Partner >, do hereby solemnly affirm and declare/undertake, that the information given herein regarding our It/ITeS/ESDM Entity <**Name of the entity as given on Certificate of Incorporation / Registration**> & as stated in the application form is correct and true to the best of our knowledge and belief, and nothing relevant information has been suppressed.
2. I/We do hereby affirm that the term and conditions of the above scheme of Government of Bihar under which an application is made by the applicant have been properly read and understood by me and I affirm that the project / proposal comply with all the terms and conditions of the approval letter and provisions enshrined in the scheme guidelines
3. I/we do hereby affirm that the proposed activities to be undertaken by the project / proposal are covered under the above scheme of GoB and no part of the scheme / infrastructure of the project is designed or assigned to be used for any activity other than the activities specified in the application at present or in the near future.
4. It is certified that <name of the IT/ITeS/ESDM unit> has not obtained or applied for **Power Tariff Subsidy** for the same project, component, purpose or activity from any other Ministry or Government of Bihar or their agencies/organizations.
5. It is certified that as the applicant itself has not availed any financial assistance under any scheme of Bihar IT Policy 2024 in the past from GoB (if availed, the details shall be furnished separately).
6. I/We also solemnly affirm/undertake that the proposed project components in the application are a wholly new activity and not a pre-existing activity or any component thereof.
7. I shall not dispose-off or encumber or utilize the assets created wholly or substantial out of government grant for purpose other than those for which they have been sanctioned, without obtaining the prior approval of the sanctioning authority of grant-in-aid.
8. I/We affirm that there is no change in constitution of the unit and neither leased out/rented out/sold out to some other party. Likewise, our unit is working regularly and the machinery installed is intact
9. I/ We, do hereby confirm and declare that any Director(s)/ Designated Partner(s)/ Partner(s) of our IT/ITeS/ESDM:
 - i. That the unit has not been leased out/rented out/sold out to some other party
 - ii. Do not have any dues pending against any of the Central/State Departments/ Agencies in India at the time of submission of the application; and
 - iii. Is/Are not blacklisted/ de-registered/ debarred by any Central/ State Department/ Agency at the time of submission of the application; and
 - iv. Have not availed any similar fund/incentive/reimbursement/exemption/support from any other Government Department/Agency or under any other Government Policy; and
 - v. The IT/ITeS/ESDM is in regular commercial operations during the period for which incentive is being claimed as well as at the time of submission of application.
10. I/We do hereby affirm that furnishing of any false or incorrect particulars of any information or suppression of any material information shall attract punishment for fraud and that we will be held liable for it. We understand that if found guilty of furnishing false information or any other fraudulent activity, we will be barred from applying /availing any benefits/incentives under the BiharIT Policy 2024 for this entity and any other entity that I/we are part of and will further be liable for the penal action as defined

below:

- i. the unit shall refund the entire amount of the assistance granted/availed along with the compound rate of interest @ 12% per annum.
 - ii. in addition, the unit shall also be liable to face legal action and will be debarred to avail of any incentives/ assistance under any other policies/schemes of the State Government in the future.
- 11.** The IT/ ITeS/ESDMunit will be liable to refund excess subsidy/ assistance/ reimbursement/ exemption, if any, released due to omission or pointed out by the concerned division/authority, DIT-Bihar at any point of time.
- 12.** I / We hereby certify that all Director(s)/ Designated Partner(s)/ Partner(s)/ Authorised Representative in our IT/ITeS/ESDM have given written consent to provide their **DIN/ DPIN/ PARTNER ID** to verify individual identity and to determine eligibility across different Government Schemes. I/We understand that Department of Information Technology shall ensure the security and confidentiality of my/our personal identity data provided for the purpose stated above.

Dated:

Signature and seal

of the Director (s)/Designated Partner (s)/Partner (s)

<Name and Designation>

Electricity Connection Certificate from BSPHCL*(Certificate from SDO/XEN in respect of IT/ITeS/ESDM Entity (on department letterhead))*

The details of electrical installations of M/S _____ located
at: Address _____ are as
below:

S.No.	Details of Electrical Installation and connected load	Authority who inspected the electrical installation	No. & date vide which permission for electrical connection given	Date of release of electrical connection

SDO/XEN
UHBVNL/DHBVNL

Self Declaration of Incentive Availed

M/S _____ located at the
address: _____

_____ hereby declare that the following incentives have been availed by the IT/ITeS/ESDM Entity in previous years under the Bihar IT Policy 2024.

S.No.	Name of Incentive/ Subsidy/ Reimbursement/ Exemption Scheme	Amount claimed/ availed (in INR crores)
7.	Power Tariff Subsidy (Currently claimed)	Amount:
8.	Power Tariff Subsidy (Preceding years)	Year 1: Amount: Year 2: Amount: Year n: Amount:

Signature of applicant
(with seal)

ANNEXURE-VI

Application Form for Employment Generation Subsidy

Form 6 – Application for disbursement of Incentive under Employment Generation Subsidy			
1.	SIPB Application Number	Number _____ Financial Clearance Date _____	
2.	Date of commencement of commercial operations of the IT/ITeS/ESDM Unit	Date _____ (DD/MM/YYYY)	
3.	Type of Investment	New Unit	<input type="checkbox"/>
		Expansion of existing unit	<input type="checkbox"/>
4.	Date of commencement of commercial operations of the IT/ITeS/ESDM Unit	Date _____ (DD/MM/YYYY)	
5.	Total No. of Employees in Eligible IT/ITeS/ESDM Entity		
5.1	Total No. of Employees on Direct Payroll in Eligible IT/ITeS/ESDM Entity		
5.2	Total No. of Employees on Contract in eligible IT/ITeS/ESDM Entity		
5.3	Total No. of Employees on Contract in eligible IT/ITeS/ESDM Entity belonging to Bihar as per Bihar Bonafide Resident Certificate		
5.4	Total No. of Employees on Contract in eligible IT/ITeS/ESDM Entity not belonging to Bihar (outside Bihar)		
6.	Total No. of Employees in eligible IT/ITeS/ESDM Entity having Bihar Bonafide Resident Certificate		
6.1	Total No. of Employees on Direct Payroll in eligible IT/ITeS/ESDM Entity having Bihar Bonafide Resident Certificate		
6.2	Total No. of Employees on Direct Payroll in eligible IT/ITeS/ESDM Entity not belonging to Bihar (outside Bihar)		
6.3	Number of employees on direct payroll in eligible IT/ITeS/ESDM Entity receiving remuneration upto INR 20000/ month on ESI or EPF or Both		
7.	Quantum of Employment Generation Subsidy applied for the preceding Year	INR.....(in lacs)	
8.	Total Incentives/ Subsidy/ Reimbursement availed by the Eligible IT/ITeS/ESDM Entity in the preceding as on date of submission of application (As per Annexure - VI)	INR_____ (in crores)	
9.	Is the application submission on time i.e. within 30 days from the date of closing of the year from date of production/ completing a year.	YES/ NO	
9.1	If No, Reasons for Delay in Submission of Application (In such case, the applicant needs to submit written permission from the Competent authority to condone the delay in submission of the		

	application.	
10.	Minimum 25 direct employment (one direct employment for a year is equivalent to generation average annual direct employment)	Y/N
11.	Minimum 60% employees stationed in Bihar	Y/N
12.	Minimum 50% employees under Permanent Bihar Domicile (New/Expansion)	Y/N
13.	Supporting Documents (Documents related to Sr.no. iv to ix to be submitted in each quarter)	<ul style="list-style-type: none"> i) Letter of Authorization ii) PAN Card & Passport size Colored Photograph of the Authorized RepresentativeUndertaking iii) Employee Details Form. iv) Employee Details Certificate duly verified by Competent Authority (Assistant/ Deputy/ Joint Labour Commissioner). v) Self-Declaration of Incentives availed vi) Copies of Statutory returns for the amount of contribution of EPF and ESI, whichever is applicable. vii) Copy of ESI/PF Number of Eligible Employees viii) Copy of Bihar Bonafide Resident Certificate from competent authority as proof of Bihar resident ix) Copy of Aadhaar Card of Bihar Resident Employees x) Degree certificate of all the employees xi) Copy of any valid proof as evidence of the IT/ITeS/ESDM being in commercial operations (First Sale Bill) xii) Permission of Competent authority in Industries & Commerce Department, Bihar to condone the delay in submission of application (if applicable) xiii) Cancelled cheque of the bank account of the IT/ITeS/ESDM Entity for disbursement of incentives.

Letter of Authorization for Representative

To,
 The Officer In-charge,
 Industries & Commerce Department, Bihar
 <Name> ----- <Designation>----- is hereby
authorized to sign & stamp requisite documents on behalf of our IT/ITeS/ESDM
 Entity(**Name of an entity as given on Certificate of Incorporation / Registration**) for applying
 for “*Employment Generation Subsidy Scheme*” under the BiharIT Policy 2024. He is also
 authorized to attend meetings and provide additional documents in case any clarifications are
 required by the concerned authority.

Thanking you,

Signature and seal of the Director(s)/ Partner(s) <Name> <Designation> <Mobile> <Seal>	Signature of the person authorized by the IT/ITeS/ESDM(Name of the entity) <Authorized Representative Name> <Designation> <Mobile> <Seal>
--	--

Undertaking
TO WHOMSOEVER IT MAY CONCERN

(Undertaking/Declaration - To be submitted on Non-Judicial Stamp Paper of Rs. 100/- (Min) duly sworn before a Notary Public (duly affixed with Notarial Stamp, and with Notary Seal & Notary Registration Number or First-Class Magistrate)).

1. I / We, <name of the Director/Partner/etc.> son of Mr.....<father's name> resident of <residential address> designated as < Director / Designated Partner / Partner >, do hereby solemnly affirm and declare/undertake, that the information given herein regarding our It/ITeS/ESDM Entity <**Name of the entity as given on Certificate of Incorporation / Registration**> & as stated in the application form is correct and true to the best of our knowledge and belief, and nothing relevant information has been suppressed.
2. I/We do hereby affirm that the term and conditions of the above scheme of Government of Bihar under which an application is made by the applicant have been properly read and understood by me and I affirm that the project / proposal comply with all the terms and conditions of the approval letter and provisions enshrined in the scheme guidelines
3. I/we do hereby affirm that the proposed activities to be undertaken by the project / proposal are covered under the above scheme of GoB and no part of the scheme / infrastructure of the project is designed or assigned to be used for any activity other than the activities specified in the application at present or in the near future.
4. It is certified that <name of the IT/ITeS/ESDM unit> has not obtained or applied for Employee Benefit Subsidy for the same project, component, purpose or activity from any other Ministry or Government of Bihar or their agencies/organizations.
5. It is certified that as the applicant itself has not availed any financial assistance under any scheme of Bihar IT Policy 2024 in the past from GoB (if availed, the details shall be furnished separately).
6. I/We also solemnly affirm/undertake that the proposed project components in the application are a wholly new activity and not a pre-existing activity or any component thereof.
7. I shall not dispose-off or encumber or utilize the assets created wholly or substantial out of government grant for purpose other than those for which they have been sanctioned, without obtaining the prior approval of the sanctioning authority of grant-in-aid.
8. I/We affirm that there is no change in constitution of the unit and neither leased out/rented out/sold out to some other party. Likewise, our unit is working regularly and the machinery installed is intact
9. I/ We, do hereby confirm and declare that any Director(s)/ Designated Partner(s)/ Partner(s) of our IT/ITeS/ESDM:
 - i. That the unit has not been leased out/rented out/sold out to some other party
 - ii. Do not have any dues pending against any of the Central/State Departments/ Agencies in India at the time of submission of the application; and
 - iii. Is/Are not blacklisted/ de-registered/ debarred by any Central/ State Department/ Agency at the time of submission of the application; and
 - iv. Have not availed any similar fund/incentive/reimbursement/exemption/support from any other Government Department/Agency or under any other Government Policy; and
 - v. The IT/ITeS/ESDM is in regular commercial operations during the period for which incentive is being claimed as well as at the time of submission of application.
10. I/We do hereby affirm that furnishing of any false or incorrect particulars of any information or suppression of any material information shall attract punishment for fraud and that we will be held liable for it. We understand that if found guilty of furnishing false information or any other fraudulent activity, we will be barred from applying /availing any benefits/incentives under the Bihar IT Policy 2024 for this entity and any other entity that I/we are part of and will further be liable for the penal action as defined

below:

- i. the unit shall refund the entire amount of the assistance granted/availed along with the compound rate of interest @ 12% per annum.
 - ii. in addition, the unit shall also be liable to face legal action and will be debarred to avail of any incentives/ assistance under any other policies/schemes of the State Government in the future.
- 11.** The IT/ ITeS/ESDMunit will be liable to refund excess subsidy/ assistance/ reimbursement/ exemption, if any, released due to omission or pointed out by the concerned division/authority, DIT-Bihar at any point of time.
- 12.** I / We hereby certify that all Director(s)/ Designated Partner(s)/ Partner(s)/ Authorised Representative in our IT/ITeS/ESDM have given written consent to provide their **DIN/ DPIN/ PARTNER ID** to verify individual identity and to determine eligibility across different Government Schemes. I/We understand that Department of Information Technology shall ensure the security and confidentiality of my/our personal identity data provided for the purpose stated above.

Dated:

Signature and seal

of the Director (s)/Designated Partner (s)/Partner (s)
<Name and Designation>

Employee Details Form

Details of employees belonging to Bihar for Employment General Subsidy in respect of M/s _____ located at Address _____ for the preceding financial year are as below:

S. No.	Name	Father's Name	Permanent Address	Skilled/ Semi-skilled/ Un-skilled	Date of Enrolment	Wages per month	Total duration of employment during the financial year	Aadhar Card No.

**** Attach the Aadhaar Card and Bihar Resident Certificate of employees belonging to Bihar.**

Date:

**Signature of Applicant
(with seal)**

Employee Details Certificate

(Certificate from Competent Authority (Assistant/ Deputy/ Joint Labour Commissioner) in respect of IT/ITeS/ESDM Entity (on department letterhead))

It is verified that the unit has engaged total number of employees in the skilled category for the preceding financial year. The details of which are given below:

Total No. of Employees on Direct Payroll	
Total No. of Employees on Direct Payroll belonging to Bihar as per Bihar Bonafide Resident Certificate	
Total No. of Employees on Direct Payroll not belonging to Bihar (outside Bihar)	

Total No. of Employees on Contract	
Total No. of Employees on Contract belonging to Bihar as per Bihar Bonafide Resident Certificate	
Total No. of Employees on Contract not belonging to Bihar (outside Bihar)	

Assistant/ Deputy/ Joint Labour Commissioner

Annexure V – Self Declaration of Incentive Availed

M/S _____ located at the address:

hereby declare that the following incentives have been availed by the IT/ITeS/ESDM Entity in previous years under the Bihar State IT/ITeS/ESDM Policy, 2022.

S.No.	Name of Incentive/ Subsidy/ Reimbursement/ Exemption Scheme	Amount claimed/ availed (in INR crores)
9.	Employment Generation Subsidy (Preceding Financial year)	Year 1: Amount: Year 2: Amount: Year n: Amount:

Date:

**Signature of Applicant
(with seal)**

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